

Record Management : Under the Record Management programme about 3,524 records belonging to the Princely States of Rajpipla, Sarod Kauli Mandva, Idar Rupal, Baria, Vadodara and Chhota Udepur were scrutinized. In addition 29,576 ferists and 27,893 files of District Record Offices of Rajkot and Jamnagar were also appraised. Rentention Schedule is followed while appraising the records.

Research and Reference : 13 scholars availed themselves of the research facilities and 138 queries received from various private agencies and individuals were attended to. 3,384 records were requisitioned by the research scholars.

Reference Media : The Department of Archives has been set up recently and thus the records are yet to be centralised. However, the Central Record Office, Vadodara and Rajkot have got ferist registers which are being utilised as reference media.

Publication Programme : No publication programme was undertaken during the period under review.

Preservation of Records : Nearly 13,632 pages and 2,068 files were repaired. 3,270 pages were guarded and 786 books were bound during the period under review.

Photo-Duplication : One Microfilm Reader has been purchased during 1976-77.

Library : About 5,155 books were acquired by the State as well as the Central Record Offices.

Other Activities : The Chairman (Secretary, Education Department) held the High Level Team's Meeting at Ahmedabad on 18th November, 1976 in which various problems regarding the development of Archives Department and Central Record Offices were discussed.

The Director attended the meeting of SWARBICA held at New Delhi and the Superintendent of Archives was deputed to attend the 45th Session of Indian Historical Records Commission.

A radio talk on the "Preservation of Archival Documents" was delivered by the Superintendent of Archives on 16th October, 1976 to create archives consciousness amongst the people.

GUJARAT

1977-78

Administration : The post of the Director of Archives is vacant since its creation. The charge of this post was held by the Director of Archaeology in addition to his own duties.

The proposal for placing the administrative control of record offices of the Saurashtra region, in which pre-merger records are preserved, under this Department is still under consideration of the State Government.

Budget : During 1977-78 a budget provision of Rs. 3,08,000 was made on the non-plan side, out of which Rs. 3,06,652 was spent and on the plan side a sum of Rs. 33,146 was spent out of the budget provision

of Rs. 34,000. For 1978-79, budget provision of Rs. 3,30,000 has been made on the non-plan side and Rs. 1,50,000 on the plan side.

Building : At present the office is accommodated in a rented building at Ahmedabad. A scientifically designed archival building, however, is proposed to be constructed at Gandhinagar at the estimated cost of Rs. 30 lakhs.

Record Management : The work regarding survey of Princely State Records lying in the district and taluka record offices was continued by the Department and the Record Assistants were deputed to the district taluka offices for appraisal of records. Under this programme 13,062 files belonging to the Princely States of Rajpipla, Malpur, Junagadh, Sanjeli, Vijaynagar, Ider Kutch, Santrampur, Lunawada, Gadh Bariad and Jambughoda were examined and 10% of these were marked for retention.

The guidelines laid down in the Central Secretariat Manual of Office Procedure and Record Retention Schedule common to all the departments are followed while reviewing papers. The retention schedule prepared by Finance Department and Civil Supply Departments of the Secretariat were scrutinised by the Department.

The work for collection of information regarding centralization of records was continued during the year and 166 offices have furnished the information in the questionnaires sent in this behalf.

Research and Reference : 18 scholars availed themselves of the research facilities and 114 queries received from various private agencies and individuals were attended to. 1,798 records were requisitioned by the research scholars.

Reference Media : During the period under report 3,890 files were classified and 1,840 files were listed. The department has also undertaken the work of preparing lists of various series of records in order to make 'ferist' registers up-to-date.

Publication Programme : The department is in initial stage of development and it has therefore not been possible to undertake any publication programme at this stage.

Preservation of Records : 8,254 sheets and 2,564 files were repaired, 2,116 sheets were guarded and 782 books were bound.

Photo-Duplication : The department has purchased Microfilm Reader and Printer to cater to the needs of research scholars. Two rolls in microfilm containing 233 documents relating to Shri Aurobindo Ghosh have been acquired from the Pondicherry Ashram for the use of Research Scholars. These records were microfilmed at the Central Record Office Vadodara.

Library : The work relating to the acquisition of books dealings with archives, etc., from different districts and taluka offices was intensified and 426 books were collected thus bringing the total number of collection to 17,246.

Other Activities : The second meeting of the Regional Records Survey Committee was held on 22nd September, 1977 under the chairmanship of the Minister for Education at Gandhinagar. The Committee took

various decisions and made recommendations regarding acquisition of private records from individuals and institutions.

The Department carried out inspection of Vadodara and Rajkot Record Offices during the period under report. A proposal for imparting training in short term course of Record Management to the staff is under consideration of the Government.

For want of archives building various other important items connected with the expansion of the department could not be undertaken.

HARYANA

1976-77

Administration : The Director of Public Instructions has always been the Director of Archaeology, Archives and Museum. Under him is one Additional Director and one Deputy Director. The Deputy Director of Archives has been entrusted the work of setting up the 'Haryana State Archives'. A scheme for setting up Haryana State Archives has since been submitted to the Government and has also been approved by the Common Board of the Government of Haryana.

Budget : During the year 1976-77 a sum of Rs. 83,720 was spent out of a budget provision of Rs. 1,03,000 on non-plan side. Out of a budget provision of Rs. 2,75,000 on plan side only a sum of Rs. 1,16,910 was sanctioned out of which a sum of Rs. 77,260 was spent.

Building : The Haryana State Archives is presently housed in a rented building.

Record Management : This Department assisted the Secretariat Record Room in its process of weeding the records. The Department has also undertaken on the spot study of files in the office of Director of Public Instructions, Haryana.

Research and Reference : Many research scholars made use of the Archival assests in the Department during the period under review.

Reference Media : No work was done in this regard during 1976-77.

Publication Programme : No publication programme was undertaken.

Preservation of Records : Most of the records and books received from the Punjab State Archives are in loose sheets. These are being cleaned and fumigated by Thymol. Records and books are cleaned by vacuum cleaner.

Photo-Duplication : Sate Archives has no Microfilming Unit of its own.

Library : 4,060 books were acquired during the period under review.

Other Activities : This Department successfully organised an exhibition of old records in November, 1976 at Hissar. It is proposed to organise exhibitions in all degree Colleges in the State, and district headquarters.